

**Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
October 28, 2010**

Members Present: Sue Frice, Hans Trousil, Jim Howell, and Gary Folluo,

Members Absent: Brent Schleisman

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Kim Schisel, Jeff Hanan,  
and Zach James

Guests Present: News Media

Call to order at 12:01 p.m.

### **Agenda Approval**

Motion by Folluo to approve the October 28, 2010 agenda, second by Trousil. All Ayes, motion passed.

### **CONSENT AGENDA APPROVAL**

Howell noted in the financial reports that there was a large amount that was not collected that was 90 days out. Norris stated that most of the ones that are 90 days out are now zeroed out, and that many of the ones for 60 days are flood buyout related expenses that will be reimbursed, however, it involves a long process. Schisel stated that she is working on getting the per capita dues down. Motion by Trousil to accept the consent agenda, second by Folluo. All Ayes, motion passed.

### **Old Business**

1. Facility Update: Norris stated that Big River Resources is now operational in the new facility (October 25<sup>th</sup>) and SEIRPC is currently working on a plan to be packed and ready for the move on November 18 & 19, allowing us to be operational on Monday, November 22<sup>nd</sup>. Plans are being finalized for the basement construction, and after that, we can more aggressively work on finding tenant(s) for the basement. For those interested after the meeting, a tour of the building will be offered to show the improvements that have been made at this point. No action necessary.
2. Award Telephone System RFP: Norris stated that since SEIRPC desires EDA to participate in the phone system, a rebidding process was necessary, and that the results came out the same as they had been earlier in the year. He further stated that Big River Resources uses the same telephone system, and they appear to be pleased. Trousil made a motion to approve awarding the bid to Integrated Technology Partners for the new telephone system, \$19,291.21, upon EDA approval, second by Howell. All Ayes, motion passed.

## New Business

1. Award Construction RFP for Interior Carpentry: Norris stated that this bid is to remodel the 2<sup>nd</sup> floor of the office building for Big River Resources to modify their board room, and to add a kitchenette for their breakroom. Big River Resources has agreed to paying 50% for these improvements. Trousil made a motion to approve awarding the bid to Myers Construction for the Interior Carpentry, \$25,240.00 upon EDA approval, second by Folluo. All Ayes, motion passed.
2. Award Construction RFP for Site Work & Paving: Norris stated that this bid is for expanding the parking spaces to 84 spaces by adding 32 spaces, and includes providing the proper amount of Handicap spaces, markings, some signage, and sidewalk. In addition, due to safety issues, a code compliant entryway is being provided on the west side, of which Big River Resources will pay 50% of that portion of the project. Trousil made a motion to approve awarding the bid to Myers Construction for the Site Work & Paving, \$59,922.00, upon EDA approval, second by Folluo. All Ayes, motion passed.
3. STP Balance Update: Norris stated that SEIRPC has received its final targets for FY2010 and that they are approximately \$700,000 higher than originally projected, to be split at 45% for City projects and 55% for County projects. Norris further stated that staff came up with three possible solutions for the board to discuss: 1) New application cycle; 2) Fund the awarded projects up to the 80% limit; and 3) Use the existing policy. After discussion, and differing opinions were shared, it was the recommendation of the board that staff narrow down to options 1 and 3 from above, and present information to the full board at the December 2<sup>nd</sup> meeting. No action necessary.
4. Staff Promotions: Norris introduced Jeff Hanan, former Regional Planner II, to the board, stating that he has been promoted to Assistant Director, and that he will be leading the Development Department, which includes all housing, revolving loan, and community development programs. Norris further stated that Jeff Hanan will also be involved in the management of the RLF programs, Des Moines County land use. Norris then introduced Zach James, former Transportation Planner II, stating that he has been promoted as the Planning Director, and that he will be leading the Planning Department, which includes DOT transportation planning and local planning services. Norris further stated that Zach's daily duties will include managing regional transportation funds, project development and administration. No action necessary.
5. TAC Positions: Norris stated that SEIRPC's Technical Advisory Committee (TAC) will have the terms expire for five of its nine committee members at the end of 2010. James stated that Jim Howell was an original member of TAC and has served as the SEIRPC Board Representative for the maximum of two consecutive three years terms, and is not eligible to serve this next term, and expressed appreciation for the time that he has given. James explained the revolving chart for the other positions that need to be filled,

and said that he would send letters out requesting that Board Members find replacements for the open positions. No action necessary.

**MATTERS FROM THE FLOOR:**

Norris stated that Big River Resources has invited board members to tour their offices following the board meeting.

Motion to adjourn meeting by Trousil.  
Second by Howell. All Ayes

Meeting adjourned at 1:06 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

\_\_\_\_\_  
Jim Howell, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_